

UNITED STATES MARINE CORPS

3D MARINE DIVISION (-) (REIN)
UNIT 35801
FPO AP 96602-5801



DivO 7220.12A COMPT

6 JAN 2003

DIVISION ORDER 7220.12A

From: Commanding General To: Distribution List

Subj: DEPLOYED PER DIEM ALLOWANCES

Ref: (a) MCO 7220.39C

(b) MARADMIN 542/00

Encl: (1) UDP Per Diem Report Categories and Calculations

(2) Sample Hard Copy UDP Standard Flat Rate Per Diem Report

(3) Sample UDP Standard Flat Rate Per Diem Report Message

1. <u>Purpose</u>. To provide an efficient process to determine and submit required deployed per diem allowance information.

- 2. Cancellation. DivO 7220.12.
- 3. <u>Background</u>. Reference (a) promulgates Headquarters Marine Corps (HQMC) policy governing the determination and use of standard/flat rate per diem allowances, hereafter referred to as deployed per diem. Reference (b) dictates the proper procedures for reporting Unit Deployment Program (UDP) Per Diem Data via Naval Message. 3d Marine Division is responsible for ensuring each unit provides the Defense Finance and Accounting Service (DFAS) Kansas City and HQMC per diem allowance information.
- 4. Information. Reference (b) instructs units how to report the information via Naval Message to DFAS, KC and HQMC. Each Division UDP unit is required to track personnel status throughout its deployment to ensure accuracy of information. Continuous and consistent data collection from the beginning of the deployment is critical to ensure data accuracy. Weekly compilation of accurate data will aid the battalion in submitting a timely and accurate UDP Per Diem report to the AC/S Comptroller, 3d Marine Division.

5. Action

- a. Commanding Officers of UDP units
- (1) UDP commanders will ensure that UDP allowance data is being collected via the daily morning report and compiled weekly (at a minimum).

- (2) A Deployed Per Diem Report (DPDR), utilizing enclosure (1) for calculation and enclosure (2) for format, will be sent, via the regiment, to the AC/S Comptroller, Exercise Officer. The DPDR will be sent out within 5 to 30 working days prior to the unit's termination of deployment. The method for submission of the DPDR to the AC/S Comptroller, Exercise Officer is Electronic Mail.
- b. <u>Commanding Officers of Regiments and Separate</u>
 Battalions. Ensure a copy of this order is provided to each incoming UDP battalion, battery, and company prior to its arrival on island.

c. AC/S, Comptroller

- (1) AC/S, Comptroller is responsible for the overall administration of this order.
 - (2 The AC/S Comptroller, Exercise Officer will:
- (a) Ensure the DPDR is submitted to the AC/S Comptroller, 3d Marine Division no later than 5 working days prior to the UDP unit's termination of deployment.
- (b) Ensure a message is sent, via the Naval Message system, with the information provided from the DPDR. This message will be sent prior to the respective unit's termination of deployment. Reference (b) and enclosure (3) will be utilized when drafting the message. The information addressee line shall include the following plain language address: CG Third Mar Div//G4//Compt.
- 6. All questions and comments concerning the contents of this Order should be directed to the AC/S, Comptroller, Exercise Officer at DSN 622-7458.

A. L. JACKSON Chief of Staff

DISTRIBUTION: A/D

UDP PER DIEM REPORT CATEGORIES AND CALCULATIONS

- 1. <u>DPDR Categories</u>. For purposes of the DPDR, all UDP personnel assigned will fall into one of the following DPDR categories.
- a. Category 1: In garrison, government quarters AND messing available.
- b. Category 2: In garrison, government quarters AND/OR messing not available.
 - c. Category 3: Field duty status
- d. Category 4: Not entitled to per diem (includes sea duty), hospitalization (including alcohol/drug rehabilitation center), unauthorized absence, confinement, while in hands of civilian authorities, on leave, or in group travel status.

IMPORTANT NOTE: Days spent by UDP personnel in a concurrent TAD status will not be considered for purposes of DPDR percentage calculations. Concurrent TAD is defined as TAD away from the deployed unit where the applicable locality per diem rate (vice the deployed per diem rate) is authorized. For example, a UDP officer who attends an exercise planning conference in Thailand rates the applicable Thailand per diem rate vice the deployed per diem rate. Thus, days spent in Thailand would not be used in DPDR percentage calculations.

- 2. DPDR Calculation Method. The following applies:
- a. Step 1: Upon arrival, UDP unit determines total deployed Marine (no Navy) man-days available for all officers and enlisted. Officers and enlisted will be tracked separately. The following example is provided:

(Number of officers) X anticipated # of days deployed = total anticipated officer man-days. (same for enlisted)

b. Step 2: Units will add and/or subtract man-days as circumstances apply to personnel deploying late or returning to CONUS/Hawaii early. For example, if an officer is required to perform concurrent TAD for 10 days this would result in extraordinary administrative effort and is not required to accurately account for every day during the deployment. The intent of step 2 is to reflect a reasonably accurate base-line of officer and enlisted man-days available for use in DPDR calculations.

UDP PER DIEM REPORT CATEGORIES AND CALCULATIONS

- c. Step 3: Tracking procedures via each unit's morning report will be established to determine which DPDR category (1-4) applies to each officer and enlisted Marine for each man-day of the deployment. For example, for every man-day available (per step 2), that officer or enlisted Marine must fall into one of the four categories defined above.
- d. Step 4: Fifteen days prior to the end of a unit's deployment, final DPDR percent calculations will be determined and submitted to the unit's respective higher headquarters. For purposes of the final 15 days of the deployment, "best estimate" projections are authorized. The following percent calculation example is provided:

Officer Cat 1: (total cat 1 man-days executed) / (total officer man-days applicable (per step 2)) = (cat 1%)
(use same method for all four categories for both officer and enlisted)

SAMPLE HARD COPY UDP STANDARD FLAT RATE PER DIEM REPORT



"UNIT HEADING"

INREPLYI

7100

S-1

DATE

From: Commanding Officer, UNIT NAME

To: Commanding General, 3d Marine Division

(AC/S Comptroller)

Via: Commanding Officer, (APPROPRIATE COMMAND)

Subj: DEPLOYED PER DIEM REPORT (DPDR)

Ref: (a) MCO 7220.39C

(b) DivO 7220.12A

- 1. Per the references, the following Deployed Per Diem Report (DPDR) is provided:
 - a. Unit: UNIT NAME/MONTH AND YEAR OF RETURN TO CONUS
 - b. Strength:

Officers:

Enlisted:

c. Percent of entire deployment spent in garrison where government quarters and messing were available (Category 1):

Officers:

Enlisted:

SAMPLE HARD COPY UDP STANDARD FLAT RATE PER DIEM REPORT

d. Percent of entire deployment spent in garrison where government quarters and or messing were not available (Category 2):

Officers:

Enlisted:

e. Percent of entire deployment spent in field duty status (Category 3):

Officers |

Enlisted:

- f. Percent of entire deployment not eligible for per diem as defined in DivO 7220.12 (Category 4):
 - 1 Officers:
 - (2 Enlisted:
- 2. Point of contact for this matter is Personnel Officer at DSN Phone Number.

APPROPRIATE SIGNATURE

Enclosure 2)